Keene Housing

Keene Housing
Board of Commissioners Meeting
April 18, 2019

Harper Acres
Community Connections Nutrition Workshop

Meeting Location:
Stone Arch Village Senior
835 Court Street
Keene, NH 03431

Keene Housing

Board of Commissioners Meeting
Thursday, April 18, 2019
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Keene Housing

BOARD OF COMMISSIONERS MEETING
THURSDAY, APRIL 18, 2019
12:00 P.M.
STONE ARCH VILLAGE SENIOR
835 COURT STREET, KEENE, NH

AGENDA

I. Call to Order

II. Roll Call

III. Approval of the March 21, 2019 Keene Housing Board Meeting Minutes

IV. Executive Director's Report

V. Management Report

VI. Finance Report

VII. Old Business

VIII. New Business

a. Introduction of Programs and Services Staff

b. Adoption of the Revised Employee Handbook (Resolution No. 632)

c. Proposed Changes to the Language Assistance Plan (Resolution No. 633)

d. Proposed Changes to the Violence Against Women Act Policy (Resolution No. 634)

IX. Public Comment

X. Non-Public Session
Convene to Non-Public Session to discuss:
A personnel matter pursuant to RSA 91-A:3, II (a); and
The acquisition, sale, or lease of land pursuant to RSA 91-A:3, II (d).

XI. Adjournment

Minutes of the Keene Housing Board of Commissioners Meeting
Thursday, March 21, 2019

Chairperson Mack called the Keene Housing Board of Commissioners meeting to order at 12:02 p.m. Chairperson Mack asked that the minutes reflect who attended the meeting and declared a quorum present.

Commissioners in attendance:
- J.B. Mack, Chairperson
- Tom Moses, Vice Chairperson
- Jen Marsh, Commissioner
- Pam Slack, Commissioner

Absent:
- Chris Coates, Commissioner

Also in attendance:
- Joshua Meehan, Secretary
- Linda Griffin, Director of Finance
- Amy Wright, Director of Administration
- Sandy Clark, Director of Facilities and Assets
- Denise Pratt, Director of Programs and Services
- June Jones, Senior Property Manager
- Amy Crocker, Property Manager
- Karen Graveline, Resident Service Coordinator

MINUTES:

Chairperson Mack called for approval of the February 21, 2019 Board of Commissioners meeting minutes. Commissioner Slack made a motion to approve the minutes. Vice Chairperson Moses seconded the motion, which upon being put to vote, the minutes passed unanimously.

EXECUTIVE DIRECTOR'S REPORT:

Secretary Meehan stated the closing of Central Square Terrace is tentatively scheduled for March 29, 2019. Keene Housing is trying to get the investors everything they need prior to closing. New Hampshire Housing Finance Authority (NHHFA) is requesting written approval from HUD authorizing the 20 year extension of the Housing Assistance Payment (HAP) contract. The responsiveness of HUD has been a concern. In addition, the contractor is working through logistics of the masonry and other construction requirements.

Secretary Meehan invited Sandy Clark, Director of Facilities and Assets, to give a capital improvement update. Ms. Clark stated the Agency is replacing the parking lot and sidewalks at Riverbend and planting rain gardens. Beginning on April 1st, the first phase of the Forest View heat pump and photovoltaic project will begin with Guyer Roofing replacing all the roofs at the property. The project also includes new rear storm/screen doors and replacement of the front cement porches and railings.

Secretary Meehan stated the Director of Housing recruitment search is underway. The Agency has received a good response and the application window is open until April 6, 2019.

MANAGEMENT REPORT:

Secretary Meehan stated the Agency partnered with Edgemere Consulting to create a new reporting tool to correct the year to date calculation errors and account for offline units. Secretary Meehan introduced Amy Crocker, Property Manager to review the management reports. Ms. Crocker stated all available vacancies are scheduled to be leased. Bennett Block's monthly rent collection grade was a result of a transfer of a resident from Central Square Terrace (CST) and the rent being posted to CST rather than Bennett Block.

FINANCE REPORT:

Ms. Griffin reviewed the consolidated financial operations and variances to budget for Keene Housing owned and managed properties.

OLD BUSINESS:

No topics were presented.

NEW BUSINESS:

Resolution No. 628 - Approval of the Fiscal Year 2018 Moving to Work (MTW) Annual Report

The Keene Housing Board of Commissioners approves the Fiscal Year 2018 Moving to Work (MTW) Annual Report, pursuant to the March 7, 2019 memorandum from Denise Pratt, Director of Programs and Services to Joshua R. Meehan, Executive Director. Commissioner Slack moved the motion to approve the resolution. Commissioner Marsh seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 629 - Approval of Executive Director Travel

The Keene Housing Board of Commissioners authorizes Executive Director Meehan to travel to Fort Lauderdale, FL for the Public Housing Authorities Directors Association (PHADA) 2019 Annual Convention & Exhibition, which runs from June 2, 2019 – June 5, 2019, pursuant to the memorandum dated March 1, 2019 from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director. Commissioner Slack moved the motion to approve the resolution. Commissioner Marsh seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 630 - Approval of Central Square Terrace Loan Revision

The Keene Housing Board of Commissioners hereby authorizes the Executive Director to take the following actions, whether such actions be taken by employees or agents of KH, or by corporate affiliates of KH, and further certifies that the following votes were adopted at the meeting of the Board of Keene Housing duly held on March 21, 2019:

Reference is made to resolutions adopted by the Commissioners of KH on January 24, 2019 ("the Prior Resolution") relating to the 90 unit housing project at 5 Central Square, Keene, New currently owned by Central Square Housing Associates (the "Premises"). Central Square Housing Associates will convey the Premises to CST Housing Associates Limited Partnership ("CST"), an affiliate of KH, which will undertake a rehabilitation of the Premises (the "Project"). The Prior Resolution authorized KH to make a loan to CST in the in the amount of $1,200,000, with a term of twenty years and an interest rate of 2.75% in connection with the Project. The financial requirements for successful completion of the Project have changed and KH now wishes to modify the terms of its prior resolutions to reflect a new loan amount and new loan terms.

VOTED: That the Prior Resolutions be and hereby are amended such that KH be, and it hereby is, authorized to loan to CST financing in the following amount, to

be evidenced by loan documents on such terms and conditions as Joshua R. Meehan, Executive Director of KH deems appropriate:

> A loan from KH to the CST Housing Associates Limited Partnership in the amount of $1,325,000, with a term of forty (40) years and an interest rate of 2.75%.

VOTED: That other than the foregoing change, the Prior Resolutions are ratified and confirmed.

VOTED: To ratify, confirm, adopt and approve all acts of the Executive Director of KH performed for and on behalf of KH up to and including the date of these Votes with respect to the transactions described in the foregoing Votes.

VOTED: That the Executive Director of KH is hereby authorized and directed to take any and all actions as they may deem necessary or appropriate to implement the foregoing Votes.

Commissioner Slack moved the motion to approve the resolution. Vice Chairperson Moses seconded the motion, which upon being put to vote, was passed unanimously.

Resolution No. 631 - Approval of Contract for Site Improvements at Riverbend

The Keene Housing Board of Commissioners authorizes the 2019 site improvement and reconstruction project be awarded to Bernie LaRock & Son Construction, Inc. and its funding not to exceed $249,900, pursuant to the memorandum dated March 14, 2019 from Sandy Clark, Director of Facilities and Assets to Joshua R. Meehan, Executive Director. Commissioner Slack moved the motion to approve the resolution. Commissioner Marsh seconded the motion, which upon being put to vote, was passed unanimously.

Community Connections Dashboard Report

Karen Graveline, Resident Service Coordinator, stated she and Jori Johnson, Community Garden Coordinator, are partnering with UNH Cooperative Extension to offer residents a 4 week nutrition cooking workshop focusing on meal preparation with food grown from the Community Gardens. In addition, Keene Housing is partnering with the Center of Population Health to offer educational sessions to elderly and disabled residents on emergency preparedness.

PUBLIC COMMENT:

No members of the public were present.

NON-PUBLIC SESSION:

Commissioner Slack made a motion to enter into non-public session for the purposes of discussing real estate matters pursuant to the RSA 91 A:3, II (d). Vice Chairperson Moses seconded the motion, which upon being put to vote, the motion to suspend Public Session passed unanimously.

Chairperson Mack suspended the Public Session at 12:39 p.m. on Thursday, March 21, 2019 to convene a Non-Public Session.

Commissioner Slack made a motion to reconvene Public Session. Vice Chairperson Moses seconded the motion, which upon being put to vote, the motion to reconvene Public Session passed unanimously.

PUBLIC SESSION RECONVENED:

Chairperson Mack reconvened the Public Session on Thursday, March 21, 2019 at 1:04 p.m. Chairperson Mack stated the Board of Commissioners voted during non-public session to seal the minutes of that session.

Vice Chairperson Moses made a motion to adjourn the meeting. Commissioner Slack seconded the motion, which upon being put to vote, was passed unanimously. There being no further business, Chairperson Mack adjourned the Board meeting at 1:05 p.m.

Joshua Meehan, Secretary of Keene Housing Board of Commissioners

3/25/2019
Date

Keene Housing

Resolution No. 632

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

   Adoption of the Revised Employee Handbook

2. Date of Board Meeting: April 18, 2019

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners adopts the revised Employee Handbook pursuant to the April 4, 2019 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director.

4. All Backup Attached?

   Yes X No ☐

   If no, what is missing and when will it be submitted: _____

5. Department Head Approval Signature Amy Wright Date: 4/4/2019

6. Statement of availability of funds by Finance Manager

   Funds Budgeted and Available Yes ☐ No ☐ Source _____

   Account #_____

   Director of Finance Approval Signature _____ Date: _____

7. Executive Director Approval Signature _____ Date: 4/4/19

Keene Housing

MEMORANDUM

To: Joshua R. Meehan, Executive Director
From: Amy Wright, Director of Administration
Subject: Revision of Employee Handbook
Date: April 4, 2019

This memorandum recommends that the Keene Housing Board of Commissioners adopt the revised Employee Handbook.

It is the policy of Keene Housing to complete a comprehensive review of its Employee Handbook each year. Keene Housing's goal is to be compliant with constantly changing state and federal employment legislation and have clear policies in place for staff.

Below is a summary of the proposed revisions:

- Explanation of how staff are notified of policy changes.
- Equal Employment Opportunity Policy: The policy applies to all terms and conditions of employment, including but not limited to hiring, promotion, termination, layoff, transfer, leave of absence, compensation, and training.
- Paychecks: Definition of the pay period and pay date.
- Benefits:
    - Vacation leave: Additional week of vacation for staff who work 25 or more years of service; staff are now eligible to accrue 30 vacation days.
    - Holidays: The Agency will seek to reasonably accommodate individuals' religious observances.
    - Addition of an Employee Assistance Program.
    - Addition of Election Day Voting Policy.
- Babies at Work Policy: The policy is expanded to include caregivers.
- Smoke-Free Workplace: Policy now includes vaping and defines smoking.

RECOMMENDATION

Accordingly, I recommend that the Board consider this resolution, which states:

> **Resolution:** That the Keene Housing Board of Commissioners adopts the revised Employee Handbook pursuant to the April 4, 2019 memorandum from Amy Wright, Director of Administration to Joshua R. Meehan, Executive Director.

Keene Housing

Resolution No. 633

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

   Proposed changes to the Language Assistance Plan

2. Date of Board Meeting: April 18, 2019

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners approve and adopt the revised Language Assistance Plan; and further authorize the Executive Director to make any technical corrections necessary pursuant to the memorandum dated April 8, 2019 from Denise Pratt, Director of Programs and Services, to Joshua R. Meehan, Executive Director.

4. All Backup Attached?

   Yes X No ☐

   If no, what is missing and when will it be submitted: _____

5. Department Head Approval Signature Denise Pratt Date: 4-9-19

6. Statement of availability of funds by Finance Manager

   Funds Budgeted and Available Yes ☐ No ☐ Source _____

   Account #_____

   Director of Finance Approval Signature _____ Date: _____

7. Executive Director Approval Signature _____ Date: 4/10/19

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: Denise Pratt, Director of Programs and Services
Subject: Language Assistance Plan
Date: April 9, 2019

This memorandum recommends that the Board of Commissioners adopts the updated Language Assistance Plan (LAP).

BACKGROUND

Title VI and Executive Order 13166 require recipients of federal financial assistance to take reasonable steps to ensure meaningful access to their programs and services by Limited English Proficient (LEP) persons. The US Department of Housing and Urban Development (HUD) requires written translation of key Agency documents if the threshold of persons who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English exceeds 5% of the population.

The LAP is reviewed and updated after the American Community Survey (ACS) or US Census (whichever is most recent) results become available. The review assesses:

1. Whether there have been any significant changes in the composition or language needs of Keene's LEP population;
2. A review of any issues or problems related to serving LEP persons which may have emerged since the time of the last review; and,
3. Identification of any recommended actions to provide more responsive and effective language services.

Since it is part of the agency's overall MTW Administrative Plan and Tenant Selection and Occupancy Plan (TSOP), the periodic LAP review and update process includes a public review and comment period. The revised LAP was made available for public comment from March 11, 2019 through April 10, 2019. No public comments were received.

The Languages Spoken table on page 5 of the attached LAP is updated with 2017 ACS Data. Other changes include updating some terminology and the number of languages covered by our contracted interpretation service provider, DT Interpreting.

WHAT THE DATA TELL US

As the updated Plan states, KH encounters very few LEP persons in its day-to-day business. In fact, the number of Keene residents speaking a language other than English is far less than the 5% threshold established by the US Department of Housing and Urban Development (HUD) for requiring written translation of key Agency documents. According to the most recent ACS , 96% of Keene residents only speak English. Therefore, KH's requirements with respect to translation and interpretation are fairly limited.

Changes in the ACS data since our last analysis include the addition Tagalog (language of the Philippines). The top three (3) languages which did not appear in the 2017 ACS data are Urdu (national language of Pakistan) with 51 persons, Greek with 28 persons, and Japanese with 18 persons.

THE UPDATED LAP

The updated Plan, based on the 2017 American Community Survey data, complies with HUD's rules and guarantees that on the rare occasion that KH staff encounter LEP persons, staff will be able to communicate with LEP persons via telephonic interpreters, as the HUD guideline requires. DT Interpreting Services provides 24-hour telephonic interpreting services. In addition, "I Speak" posters are posted at KH's Main Office and all fully staffed satellite offices notifying LEP persons that free interpreting services are available upon request. KH provides training on LEP awareness and required assistance actions under the Language Assistance Plan during New Hire Orientation, LAP instructions are posted on the KH intranet (available to all staff), and the LEP Coordinator, Denise Pratt, Director of Programs and Services, updates the LEP analysis and addresses staff and public questions.

CONCLUSION

The updated LAP, and related procedural refinements and staff training will guarantee that KH is meeting its obligations as described in Title VI and Executive Order 13166.

RECOMMENDATION

Accordingly, I recommend that the Board consider this resolution, which states:

> **Resolution:** That the Keene Housing Board of Commissioners approve and adopt the revised Language Assistance Plan; and further authorize the Executive Director to make any technical corrections necessary pursuant to the memorandum dated April 8, 2019 from Denise Pratt, Director of Programs and Services, to Joshua R. Meehan, Executive Director.

Keene Housing

Resolution No. 634

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

   Proposed Change to the Violence Against Women Act (VAWA) Policy

2. Date of Board Meeting: April 18, 2019

3. Proposed Board Resolution:

   That the Keene Housing Board of Commissioners, approves the proposed change to the Violence Against Women Act policy; and further authorizes the Executive Director to make any technical corrections necessary, pursuant to the April 9, 2019 memorandum from the Director of Programs and Services Denise Pratt to Executive Director Joshua R. Meehan.

4. All Backup Attached?

   Yes X No ☐

   If no, what is missing and when will it be submitted: _____

5. Department Head Approval Signature Denise Pratt Date: 4-12-19

6. Statement of availability of funds by Finance Manager

   Funds Budgeted and Available Yes ☐ No ☐ Source _____

   Account #_____

   Director of Finance Approval Signature _____ Date: _____

7. Executive Director Approval Signature _____ Date: 4/12/19

Keene Housing

MEMORANDUM

To: Joshua Meehan, Executive Director
From: Denise Pratt, Director of Programs and Services
Subject: Approval of Proposed Change to the Violence Against Women Act (VAWA) Policy
Date: April 9, 2019

This memorandum recommends that the Board of Commissioners approve proposed changes to the Violence Against Women Act (VAWA) Policy.

The proposed change to the VAWA policy puts the policy in compliance with the key provisions of HUD VAWA regulation (24 C.F.R. § 5.2001 et seq.). Keene Housing (KH) is required to provide the Notice of Occupancy Rights under the Violence Against Women Act (Form HUD-5380 06/2017) and Certification (Form HUD-5382 12/2006) form at these times:

- Upon denial of assistance or admission to housing program
- Upon admission to housing program
- With any notice of eviction or termination of assistance

The regulation does not require Forms HUD-5380 and HUD -5382 to be included with the KH pre-application package or re-certification packages.

Violence Against Women Act (VAWA) Policy Proposed Change

Current Policy

H. NOTICE TO PARTICIPANT HOUSEHOLDS

1. KH shall provide notice to applicants, and resident households, of their rights and obligations under the sections Certification and Confidentiality and Appropriate Basis for Denial of Admission or Tenancy.

2. The notice includes the duty of KH to consider mitigating circumstances and to request VAWA protection under KH's VAWA policy.

3. A notice of VAWA rights is posted or included in the following locations:
    a. Management offices(s) and program offices,
    b. All applications for housing assistance programs,
    c. Lease violation notices,
    d. Eviction notices/voucher termination notices,
    e. Re-certifications,
    f. Resident Handbook and other relevant participant household publications.

PROPOSED CHANGE

H. NOTICE TO PARTICIPANT HOUSEHOLDS

1. KH shall provide notice to resident households, of their rights and obligations under the sections Certification and Confidentiality and Appropriate Basis for Denial of Admission or Tenancy.

2. Such notice shall include the duty of KH to consider mitigating circumstances and to request VAWA protection under KH's VAWA policy.

3. A notice of VAWA rights is included in:

    a. Lease violation notices,
    b. Eviction notices/voucher termination notices, and
    c. Resident Handbook, voucher issuance packet, and other relevant participant household publications.

RECOMMENDATION

Accordingly, I recommend that the Board consider this resolution, which states:

Resolution: That the Keene Housing Authority Board of Commissioners, approves the proposed change to the Violence Against Women Act; and further authorizes the Executive Director to make any technical corrections necessary, pursuant to the April 9, 2019 memorandum from the Director of Programs and Services Denise Pratt to Executive Director Joshua R. Meehan.

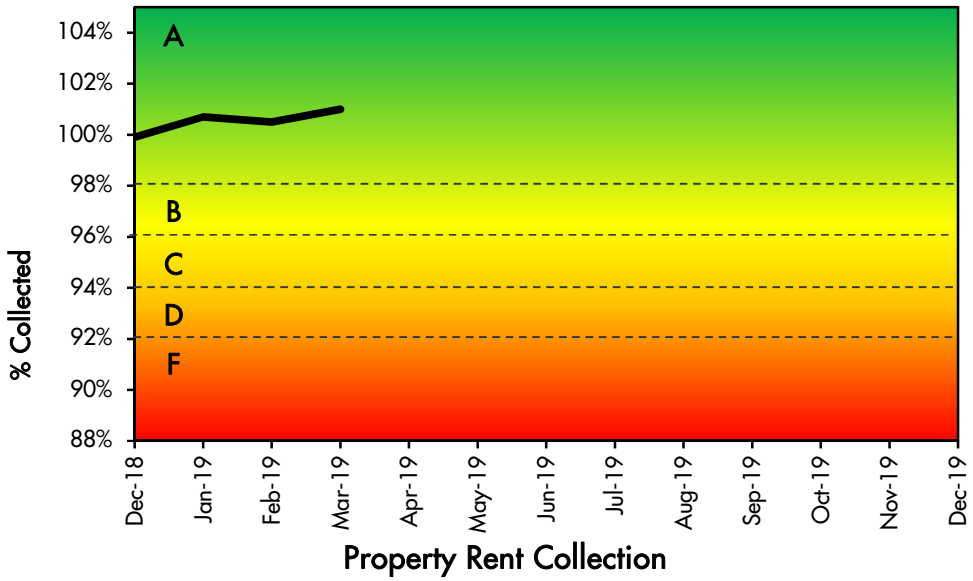
Keene Housing

MANAGEMENT REPORT
MARCH 2019

Residential Property Rent Collection Report
March 2019

Community	Month Billed	Month Collected	% Collected	Monthly Grade	YTD Billed	YTD Collected	% YTD Collected	YTD Grade
Ash Brook Apartments	$10,863	$10,863	100.0%	A	$32,476	$32,476	100.0%	A
Bennett Block	$5,209	$5,672	108.9%	A	$14,463	$14,521	100.4%	A
Brookbend East	$19,324	$20,899	108.2%	A	$55,615	$57,209	102.9%	A
Brookbend West	$11,922	$12,815	107.5%	A	$34,905	$35,447	101.6%	A
Central Square Terrace	$20,733	$20,423	98.5%	A	$63,710	$63,849	100.2%	A
Cottage Street	$1,207	$1,207	100.0%	A	$4,059	$4,107	101.2%	A
Evergreen Knoll LP	$13,185	$13,300	100.9%	A	$41,629	$43,359	104.2%	A
Forest View	$19,385	$19,736	101.8%	A	$58,325	$58,679	100.6%	A
Harper Acres	$42,254	$41,899	99.2%	A	$126,257	$126,070	99.9%	A
Meadow Road Apartments	$7,791	$7,791	100.0%	A	$23,373	$23,375	100.0%	A
North and Gilsum	$13,512	$14,585	107.9%	A	$41,648	$43,298	104.0%	A
Riverbend Apartments	$11,215	$11,248	100.3%	A	$32,128	$31,911	99.3%	A
Scattered Sites	$10,730	$10,967	102.2%	A	$30,689	$31,040	101.1%	A
Stone Arch Village Family	$12,840	$12,914	100.6%	A	$37,680	$37,730	100.1%	A
Stone Arch Village Senior	$11,655	$11,655	100.0%	A	$34,539	$34,539	100.0%	A
Totals	**$211,825**	**$215,974**	**101.96%**	**A**	**$631,496**	**$637,610**	**101.0%**	**A**

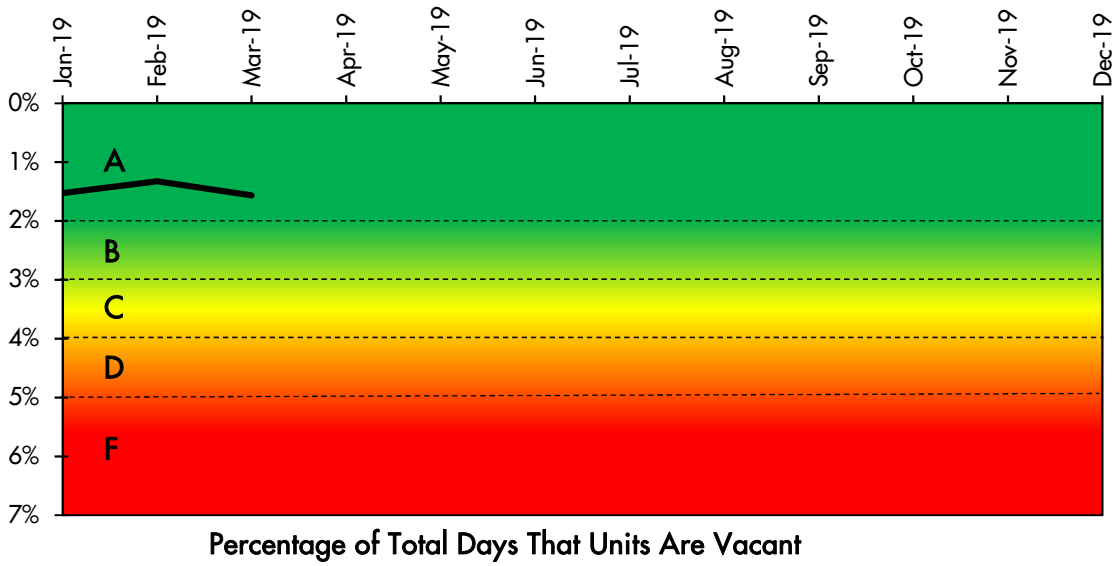
**Active Households Only*



Monthly Vacancy Report

March 2019

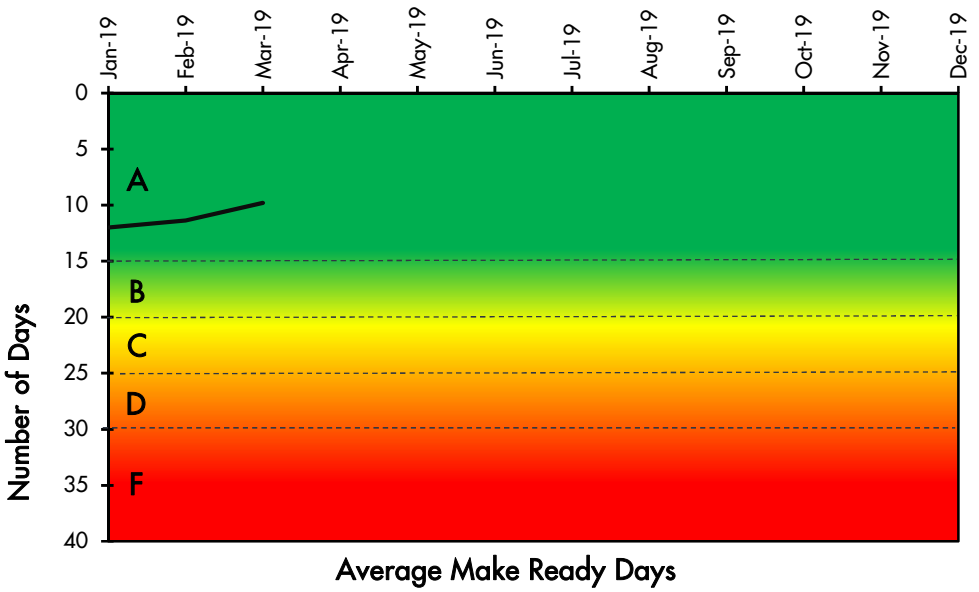
Community	Units Available	Available Days	Vacant Days	Monthly Vacancy Percentage	Monthly Grade	YTD Vacancy Percentage	YTD Grade
Ash Brook Apartments	24	744	10	1.3%	A	0.5%	A
Bennett Block	14	372	0	0.0%	A	0.0%	A
Brookbend East	40	1240	0	0.0%	A	1.8%	A
Brookbend West	35	1085	34	3.1%	C	4.8%	D
Central Square Terrace	90	2138	39	1.8%	A	1.0%	A
Evergreen Knoll LP	32	992	0	0.0%	A	0.0%	A
Forest View	38	1178	17	1.4%	A	0.8%	A
Harper Acres	112	3472	152	4.4%	D	2.4%	B
Meadow Road Apartments	18	558	0	0.0%	A	0.0%	A
North and Gilsum	29	899	50	5.6%	F	2.3%	B
Riverbend Apartments	24	744	0	0.0%	A	0.0%	A
Scattered Sites	18	558	3	0.5%	A	1.4%	A
Stone Arch Village Family	24	744	14	1.9%	A	1.9%	A
Stone Arch Village Senior	33	1023	0	0.0%	A	1.0%	A
Report Totals:	**531**	**15,747**	**319**	**2.0%**	**B**	**1.6%**	**A**



Percentage of Total Days That Units Are Vacant

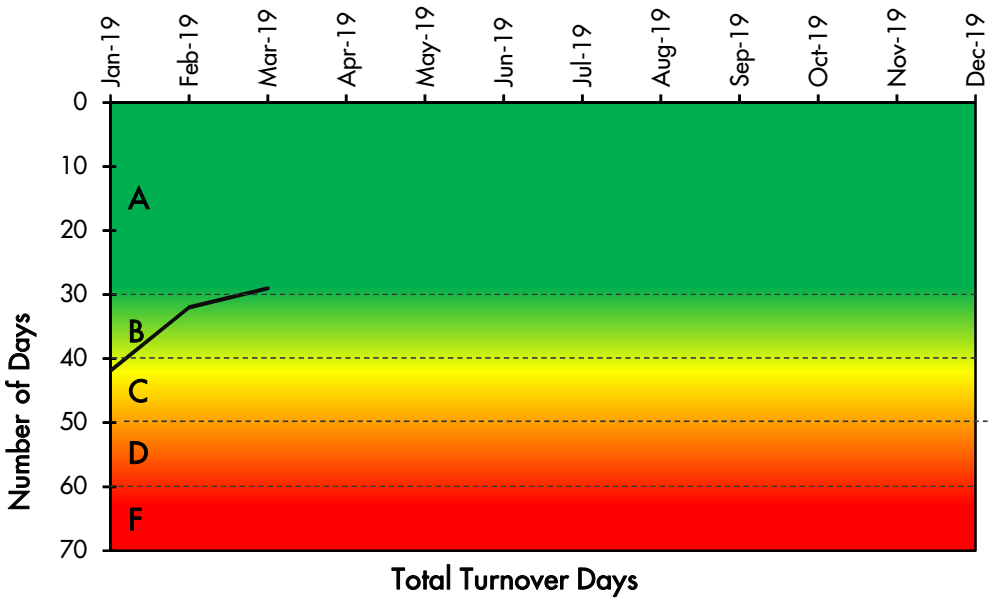
Unit Make Ready Days
March 2019

Community	Number of Units Made Ready	Avg. Make Ready Days	YTD Number of Units Made Ready	YTD Avg. Make Ready Days	YTD Grade
Ash Brook Apartments	1	11	1	11	A
Bennett Block	0	-	0	-	NONE
Brookbend East	0	-	2	18	B
Brookbend West	0	-	3	12	A
Central Square Terrace	3	3	3	3	A
Evergreen Knoll LP	0	-	0	-	NONE
Forest View	1	8	2	8	A
Harper Acres	1	8	2	8	A
Meadow Road Apartments	0	-	0	-	NONE
North and Gilsum	2	16	2	16	B
Riverbend Apartments	0	-	0	-	NONE
Scattered Sites	0	-	1	8	A
Stone Arch Village Family	0	-	1	25	C
Stone Arch Village Senior	0	-	0	-	NONE
Report Totals:	**8**	**8**	**20**	**10**	**A**



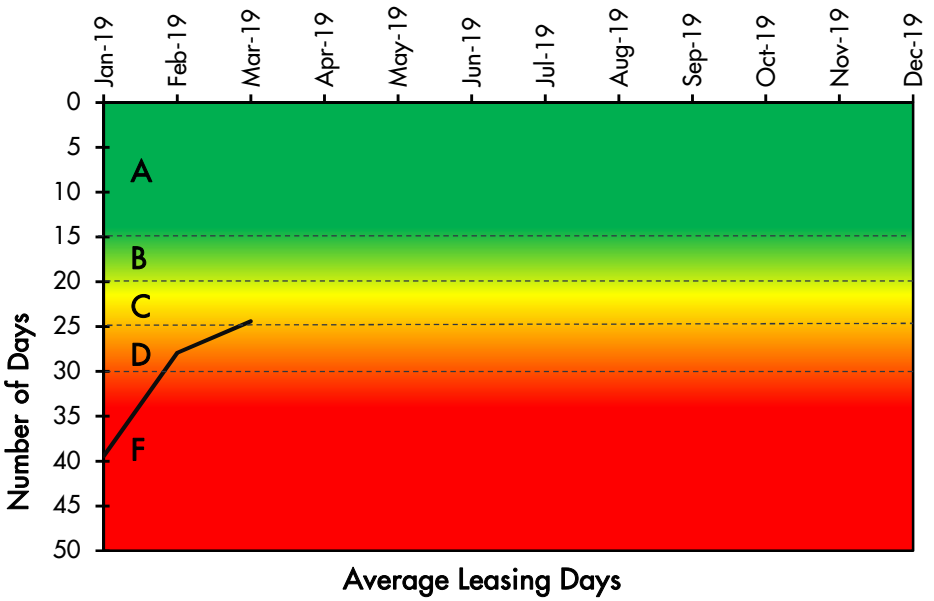
Unit Turnover
March 2019

Community	Number of Units Turned in Month	Average Turnover Days	YTD Number of Units Turned	YTD Avg Turnover Days	YTD Grade
Ash Brook Apartments	1	11	1	11	A
Bennett Block	0	-	1	1	A
Brookbend East	0	-	2	35	B
Brookbend West	0	-	3	78	F
Central Square Terrace	3	10	14	12	A
Evergreen Knoll LP	0	-	0	-	NONE
Forest View	0	-	1	10	A
Harper Acres	0	-	3	66	F
Meadow Road Apartments	0	-	0	-	NONE
North and Gilsum	0	-	0	-	NONE
Riverbend Apartments	0	-	0	-	NONE
Scattered Sites	0	-	1	17	A
Stone Arch Village Family	1	40	1	40	B
Stone Arch Village Senior	0	-	1	75	F
Report Totals:	**5**	**20**	**28**	**29**	**A**



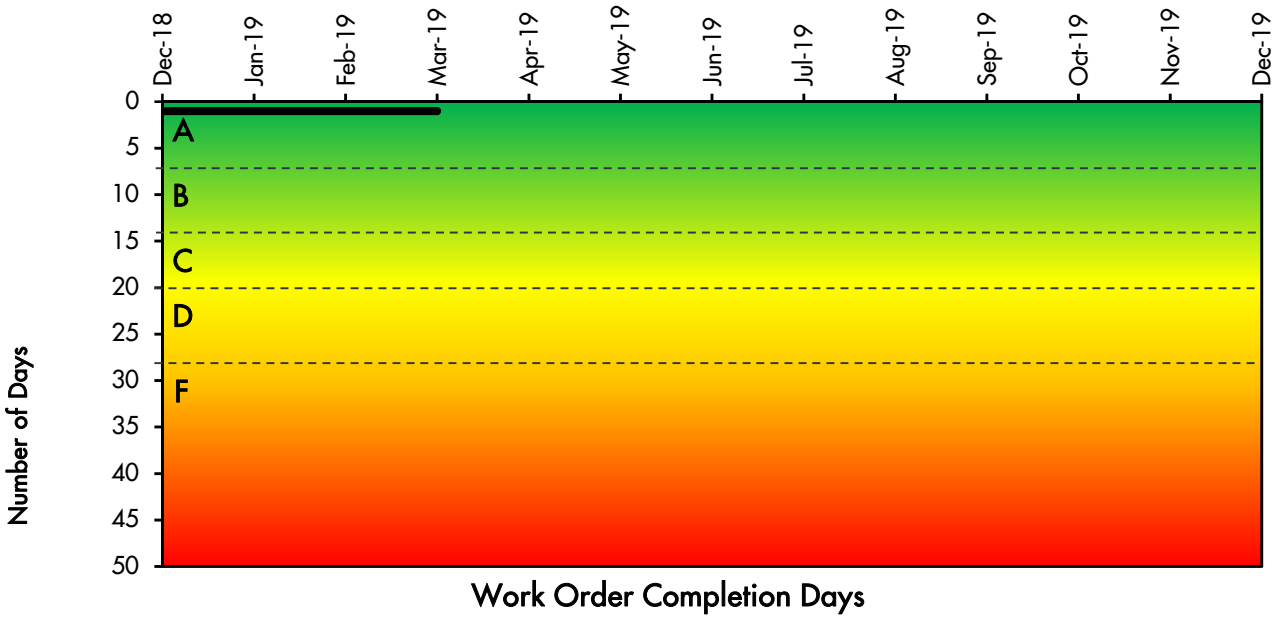
Leasing Days
March 2019

Community	Number of Units Leased	Average Leasing Days	YTD Number of Units Leased	YTD Avg Leasing Days	YTD Grade
Ash Brook Apartments	1	1	1	1	A
Bennett Block	0	-	1	1	A
Brookbend East	0	-	2	18	B
Brookbend West	0	-	3	66	F
Central Square Terrace	3	8	14	11	A
Evergreen Knoll LP	0	-	0	-	NONE
Forest View	0	-	1	3	A
Harper Acres	0	-	3	66	F
Meadow Road Apartments	0	-	0	-	NONE
North and Gilsum	0	-	0	-	NONE
Riverbend Apartments	0	-	0	-	NONE
Scattered Sites	0	-	1	10	A
Stone Arch Village Family	1	16	1	16	B
Stone Arch Village Senior	0	-	1	61	F
Report Totals:	**5**	**12**	**28**	**24**	C



Residential Property Non-Emergency Work Order Completion Days
March 2019

Community	Number of Work Orders	Avg Days to Complete	Monthly Grade	YTD Number of Work Orders	YTD Avg Days to Complete	YTD Grade
139 Roxbury Street	1	0	A	2	0	A
Ash Brook Apartments	12	1	A	23	1	A
Bennett Block	9	0	A	22	1	A
Brookbend East	7	0	A	35	1	A
Brookbend West	6	1	A	22	1	A
Central Square Terrace	46	1	A	119	1	A
Cottage Street	3	1	A	10	1	A
Emerald Street House	3	2	A	21	1	A
Evergreen Knoll LP	8	1	A	21	1	A
Forest View	18	1	A	40	1	A
Harper Acres	37	0	A	104	0	A
Keene Housing Main Office	3	1	A	12	1	A
Meadow Road	7	0	A	10	0	A
North and Gilsum	19	1	A	46	1	A
Riverbend Apartments	5	1	A	15	1	A
Scattered Sites	16	0	A	44	1	A
Stone Arch Village Family	6	0	A	54	1	A
Stone Arch Village Senior	14	0	A	57	1	A
Report Totals:	**220**	**1**	**A**	**657**	**1**	**A**



Residential Property Emergency Work Order Completion Days
March 2019

Community	Number of Work Orders	Average Days To Complete	Monthly Grade	YTD Number of Work Orders	YTD Average Days To Complete	YTD Grade
139 Roxbury Street	-	-	NONE	-	-	NONE
Ash Brook Apartments	-	-	NONE	-	-	NONE
Bennett Block	-	-	NONE	-	-	NONE
Brookbend East	-	-	NONE	-	-	NONE
Brookbend West	-	-	NONE	-	-	NONE
Central Square Terrace	-	-	NONE	-	-	NONE
Cottage Street	-	-	NONE	-	-	NONE
Emerald Street House	-	-	NONE	-	-	NONE
Evergreen Knoll LP	-	-	NONE	-	-	NONE
Forest View	-	-	NONE	-	-	NONE
Harper Acres	-	-	NONE	-	-	NONE
Keene Housing Main Office	-	-	NONE	-	-	NONE
Meadow Road	-	-	NONE	-	-	NONE
North and Gilsum	-	-	NONE	-	-	NONE
Riverbend Apartments	-	-	NONE	-	-	NONE
Scattered Sites	-	-	NONE	-	-	NONE
Stone Arch Village Family	-	-	NONE	-	-	NONE
Stone Arch Village Senior	-	-	NONE	-	-	NONE
Report Totals:	**-**	**-**	**NONE**	**-**	**-**	**NONE**

Programs and Services FY 2019 HAP & Leasing Utilization Schedule

Moving to Work (MTW)

Month	HAP Budget Authority	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$411,513	$349,098	85%	606	$576	105%	575	$469	$62,415
February	$411,513	$349,976	85%	607	$577	106%	575	$5,564	$61,537
March	$411,513	$350,839	85%	609	$576	106%	575	$591	$60,674
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$1,234,539	$1,049,913	85%	1822	$576	106%	1725	$6,625	$184,626

MTW without Transitional Housing Assistance Shelter Program (THASP)

Month	HAP Budget Authority	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$411,513	$342,308	83%	550	$622	96%	575	$469	$69,205
February	$411,513	$343,796	84%	552	$623	96%	575	$5,564	$67,717
March	$411,513	$344,584	84%	553	$623	96%	575	$591	$66,929
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$1,234,539	$1,030,688	83%	1655	$623	96%	1725	$6,625	$203,851

Affordable Housing Preservation Program (AHPP)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$13,655	$13,655	100%	18	$759	100%	18	$0	$0
February	$13,655	$13,655	100%	18	$759	100%	18	$0	$0
March	$13,655	$13,655	100%	18	$759	100%	18	$0	$0
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$40,965	$40,965	100%	54	$759	100%	54	$0	$0

Non-Elderly Disabled (NED)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$52,801	$52,801	100%	97	$544	97%	100	$133	$0
February	$52,313	$51,539	99%	97	$531	97%	100	$158	$774
March	$52,781	$52,535	100%	97	$542	97%	100	$135	$246
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$157,895	$156,875	99%	291	$539	97%	300	$426	$1,020

Mainstream (MS)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$28,597	$28,567	100%	51	$560	102%	50	$0	$30
February	$28,597	$29,469	103%	51	$578	102%	50	$0	($872)
March	$29,324	$29,188	100%	50	$584	100%	50	$96	$136
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$86,518	$87,224	101%	152	$574	101%	150	$96	($706)

2017 Mainstream (MS)

Month	Actual HAP Received	HAP Expense	HAP Utilization	UML	Avg. PUC	% Leased	UMA	HAP Recovery	Excess (Deficiency)
January	$10,979	$0	$0	0	$0	0%	19	$0	$10,979
February	$10,984	$0	$0	0	$0	0%	19	$0	$10,984
March	$10,984	$0	$0	0	$0	0%	19	$0	$10,984
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total	$32,947	$0	$0	0	$0	0%	57	$0	$32,947

FY19 utilization targets are 98% in NEDs, 94% in AHPP, 98% in MS5, 93% in MTW without THASP, and 101% with. MS5 98%, 2017 MS 85% by FYE.

2018 Summary

Program	UMA	UML	% UML
MTW	6993	7115	102%
NED	1200	1176	98%
AHPP	216	204	94%
MS5	600	583	97%

Keene Housing

FINANCE REPORT
MARCH 2019

Financial Report – March, 2019

Prepared by: Linda Griffin, Finance Director

This report provides a summary on the consolidated financial operations and variances to budget for Keene Housing and managed properties.

NET INCOME (before depreciation) is currently at $320K which is a net increase of $74K from the budget of $394K.

OPERATING REVENUES are $3.8M a net increase of $200K as compared to the budget of $4.0m. The most significant changes are related to:

VARIANCES for Revenue categories (Less)/Higher than Budget		
($133,223)	Rents	The MTW funding budget is set at 99.7% proration per HUD notice in 2018. (KH is waiting for their budget approval which we believe will have an inflation factor which will increase the funding). Rents are under budget and related to no withdrawals for Non-HAP expenses at this time but will begin in May to fund capital improvement projects.
($42,919)	Other Income	Other Income is related to miscellaneous income and is less than budget. Grants funds: FSS funds is under budget by $11k, this is one month reimbursement and it is timing. CHT admin revenue is under budget by $1k. Interest income is over budget by $5k. There is a budget of $13k of forgiveness of debt on CDBG loans and will be posted at year end.
($4,919)	Management Fees	Management fees are slightly under budget.
$0	Development fees	Development fees has annual budget of $100K expected to be received when CST development begins.
($17,443)	Vacancy Loss (reduction to revenue)	Vacancy Loss (higher than budget is more of a reduction to revenue): KAHP budget = $5k, year to date vacancy= $15k, over budget by $13k CST budget = $252k, year to date vacancy= $71k, over budget by $8k
$845	Tenants Charges	Tenants Charges (laundry, damages, other fees) more than expected.
($10,696)	Admin Funding	HUD Section 8, NEDs and Mainstream admin funding.
($211,538)	**Lower than Budget**	**Operating Revenue**
$7,342	Partnership Distributions	Partnership and Incentive fees, paid to Keene Housing from surplus cash for 2018 on LIHTC properties managed. The total budget is $253k, actuals posted to date are $70k.
$10,447	MTW Transfer	The 2018 MTW Non-HAP funding budget is $748 used for Non-HAP initiatives. KAHP Capital Impr, Resident Serv, KHKC
($193,749)	**Lower than Budget**	**Total Revenue**

Keene Housing

OPERATING EXPENSES are $3.4m a net increase of $119k as compared to the budget of $3.6m. The most significant changes are related to:

VARIANCES for Expense categories (Less)/Higher than Budget		
($59,007)	Admin Expenses	Administrative Expense are all under budget, except for Capital Needs Assessments consulting is over by $8k.
$26,494	Payroll and Benefits	Benefit Expenses are under budget by $14k. Salaries are over budget by $41k due to a additional pay period in the first quarter.
$33,350	Utilities Expenses	Fuel Expense is over budget by $25k. (CST $8k, BBE $2k, EK$3k, RB $2k,SAVF $2k, SAVS $2k. KAHP $2k) Water & Sewer under budget by $2k Electric is over budget by $11k. However, KAHP is over by $24k and CST is under by $9k.
($41,670)	Maint Expenses	Maintenance Expenses under budget by $66k and are: Materials by $16k, Security $7k, Grounds $39k, Misc Equipment $1k, Flooring $2k. Maintenance Expenses over budget by $25k and are: Maint Services by $5k, Vehicle repairs $3k, Snow Removal by $15k.
($19,046)	Insurance Expenses	Insurance Expenses under budget due timing.
($5,079)	Property Tax Exp	Property Taxes under budget due to timing.
($2,477)	Partnership taxes	Taxes under budget.
$39,028	Interest Expenses	Interest Expenses over budget due to CST loan was scheduled to be paid due to sale transaction and happened on 4/2. There was no budget.
($10,588)	Resident services	Residential Services are running under budget by $10k, timing.
$14,051	Relocation Services	Relocation services are related to CST tenant moves, will be reimbursed
($27,750)	HAP disbursements	HAP disbursements are slightly under budget on all the voucher programs.
($52,693)	**Lower than Budget**	**Operating Expenses**
$101,771	Partnership Distributions	Partnership and Incentive fees, paid to Keene Housing from surplus cash for 2018 on LIHTC properties managed. The actuals posted to date are $102k.
($168,955)	MTW Transfer	The YTD actual transfer = $11k The 2018 MTW Non-HAP funding budget is $748 used for Non-HAP initiatives. KAHP Capital Impr, Resident Serv, KHKC
($119,878)	**Lower than Budget**	**Total Expenses**

Keene Housing

Income Statement - Comparing Actuals to Budget - YTD - as of March 31, 2019

Program/Property	BUDGET	ACTUALS	Changes Compared to Approved Budget		
	Operational Surplus/ (Deficit)	Operational Surplus/ (Deficit)	Revenue (Less) /Higher than budget	Expenses (Less) /Higher than budget	Notes on variances
Keene Housing					
Central Office (Locals)	45,910	53,894	12,185 Higher Revenue	4,201 Higher Expenses	Revenue is MTW transfer $10k in; then out to funds capital projects and KHKC.
Monadnock Affordable (MAHC)	15,317	(7,738)	(23,703) Lower Revenue	(647) Lower Expenses	
Keene Affordable (KAHP)	45,802	48,404	(10,012) Lower Revenue	(12,614) Lower Expenses	
Meadow Road	10,149	20,754	(1,315) Lower Revenue	(11,919) Lower Expenses	
Roxbury St Shelter	4,890	2,744	(1,884) Lower Revenue	262 Higher Expenses	
Section 8 Voucher Program (MTW)	0	58,584	(138,780) Lower Revenue	(197,364) Lower Expenses	
Mainstream Voucher Program	(2,913)	31,764	327 Higher Revenue	(34,350) Lower Expenses	
Special Purpose Vouchers (Non-Elderly Disabled)	(3,537)	273	(3,148) Lower Revenue	(6,958) Lower Expenses	
Low Income Tax Credits Properties (LIHTC)					
Brookbend East	61,315	56,015	(1,213) Lower Revenue	4,087 Higher Expenses	
Brookbend West	46,992	56,484	(2,684) Lower Revenue	(12,176) Lower Expenses	
Evergreen Knoll	23,747	14,254	(8,812) Lower Revenue	681 Higher Expenses	
Riverbend	23,601	27,122	(7,289) Lower Revenue	(10,800) Lower Expenses	
Stone Arch Family	25,848	(61,468)	(658) Lower Revenue	86,658 Higher Expenses	Expense includes incentive Management Fee budget=$0, Paid out $81k
Stone Arch Senior	16,429	(6,781)	2,089 Higher Revenue	25,300 Higher Expenses	Expense includes incentive Management Fee budget=$0, Paid out $19k
Multi-Family Properties					
Central Square Terrance	61,275	9,324	(6,965) Lower Revenue	44,986 Higher Expenses	Interest paid on Loan until 4/2019 due to sale, there was no budget.
Non-Owned/Managed Properties					
Cottage Street	1,295	924	(1,466) Lower Revenue	(1,095) Lower Expenses	
Ashbrook	11,707	10,342	(31) Higher Revenue	1,334 Higher Expenses	
Emerald Street	6,582	5,357	(544) Lower Revenue	681 Higher Expenses	
Fairweather Lodge	(285)	12	153 Higher Revenue	(144) Higher Expenses	
TOTALS	394,124	320,262	(193,749) Lower than Budget	(119,878) Lower than Budget	

(a) excluding depreciation

Keene Housing

Cash Outlay - Year to Date - as of March 31, 2019

Program/Property			change in balance sheet accounts affecting cash								
	Unrestricted Cash Balance at 1/1/19	Cash from Operations Surplus/ (Deficit)	Principal Payments	Reserve Accounts Net change (Incr)/Decr	Capital Improvement Payments	Changes in 'other' Incr/(decr)	Change in Receivables (Incr)/decr	Change in payables Incr/(decr)	due to/ due from	Unrestricted Cash Balance at current month	YTD cash Increase/ (Decrease)
Keene Housing											
Central Office (Locals)	2,753,452	53,894	0	0	0	0	(263,537)	874		2,544,683	(208,769)
Monadnock Affordable (MAHC)	64,182	(7,738)	(4,710)	0	(3,308)	(100,652)	(542)	122,469	0	69,701	5,519
Keene Affordable (KAHP)	440,037	48,404	(47,000)	(20,041)	(26,433)	0	(14,316)	(19,312)	0	361,339	(78,698)
Meadow Road	17,253	20,754	(8,143)	(786)	0	0	(7,591)	4,630	0	26,117	8,864
Roxbury St Shelter	27,477	2,744	(415)	0	0	0	1,300	(896)	0	30,210	2,733
Section 8 Voucher Program (MTW)	87,255	58,584	n/a	n/a	n/a	n/a	1,230	55,896	0	202,965	115,710
Mainstream Voucher Program	147,371	31,764	n/a	n/a	n/a	n/a	(47,854)	139	0	131,420	(15,951)
Special Purpose Vouchers (Non-Elderly Disabled)	125,807	273	n/a	n/a	n/a	n/a	(26,640)	189	0	99,629	(26,178)
Low Income Tax Credits (LIHTC)											
Brookbend East	243,026	56,015	(99,758)	(6,642)	(185)	(91,627)	(12,170)	17,564	0	**106,223**	(136,803)
Brookbend West	174,789	56,484	(1,249)	(3,378)	0	(78,374)	(19,403)	5,551	0	**134,420**	(40,369)
Evergreen Knoll	31,379	14,254	(5,312)	(7,701)	(504)	0	(11,733)	8,081	0	**28,464**	(2,915)
Riverbend	49,171	27,122	(2,974)	(3,992)	(9,754)	0	(8,849)	(9,512)	0	**41,212**	(7,959)
Stone Arch Family	155,249	(61,468)	(1,105)	(2,646)	0	(8,969)	(3,858)	6,683	0	**83,886**	(71,363)
Stone Arch Senior	85,751	(6,781)	(2,256)	(4,240)	0	(2,432)	(5,636)	1,217	0	**65,623**	(20,128)
Multi-Family Properties											
Central Square Terrance	2,658	9,324	(41,517)	(16,445)	0	0	(20,561)	82,141	0	**15,600**	12,942
Non-Owned/Managed Properties											
Cottage Street	791	924	0	(600)	0	0	(227)	310	0	**1,198**	407
Ash Brook	27,280	10,342	(7,517)	(2,513)	0	0	6,266	(6,147)	0	**27,711**	431
Emerald Street	18,621	5,357	(4,583)	(996)	0	0	4,645	(11,628)	0	**11,416**	(7,205)
Fairweather Lodge	2,617	12	0	(525)	0	0	470	(449)	0	**2,125**	(492)
TOTAL	4,454,166	320,262	(226,539)	(70,505)	(40,184)	(282,054)	(429,006)	257,800	0	3,983,940	(470,226)

(a) excluding depreciation

Keene Housing

Balance Sheet Summary - Assets - as of March 31, 2019

Program/Property	ACTUALS								
	Cash Unrestricted (a)	Cash Restricted (b)	Replacement Reserves	Operating Reserves	Residual Receipts	Receivables and Prepaids (c)	Fixed Assets (d)	Other Assets (e)	Total Assets
Keene Housing									
Central Office (Locals)	1,450,390	1,094,293	0	0	0	10,833,637	154,373	438,576	13,971,269
Monadnock Affordable (MAHC)	69,701	0	0	0	0	1,025,010	1,350,743	1,572,144	4,017,598
Keene Affordable (KAHP)	361,339	0	789,469	0	0	551,605	18,233,938	12,869	19,949,220
Meadow Road	26,117	62,591	55,484	0	0	5,906	628,121	0	778,219
Roxbury St Shelter	30,210	0	0	0	0	2,182	389,421	0	421,813
Section 8 Voucher Program (MTW)	202,965	0	0	0	0	95,952	833	0	299,750
Mainstream Voucher Program	131,420	0	0	0	0	48,759	0	0	180,179
Special Purpose Vouchers (Non-Elderly Disabled)	99,629	0	0	0	0	27,781	0	0	127,410
Low Income Tax Credits (LIHTC)									
Brookbend East	106,223	43,091	183,000	199,823	0	15,341	5,673,117	53,565	6,274,160
Brookbend West	134,420	42,959	105,592	179,031	0	19,778	5,281,744	34,779	5,798,303
Evergreen Knoll	28,464	38,831	187,551	88,200	0	6,525	2,788,518	2,129	3,140,218
Riverbend	41,212	47,700	82,964	51,194	0	7,381	1,742,665	0	1,973,116
Stone Arch Family	83,886	53,403	68,003	84,027	0	2,893	2,622,036	5,036	2,919,284
Stone Arch Senior	65,623	47,945	126,627	125,667	0	8,052	2,904,630	11,390	3,289,934
Multi-Family Properties									
Central Square Terrance	15,600	142,880	243,144	0	16,450	(47,176)	1,424,115	31,090	1,826,103
Non-Owned/Managed Properties									
Cottage Street (MFS)	1,198	5,945	12,304	12,823	6,204	2,615	389,609	4,500	435,198
Ash Brook (MHO)	27,711	23,798	86,301	0	9,056	(932)	588,834	4,965	739,733
Emerald Street (CHO)	11,416	7,713	75,291	0	5,202	(1,270)	129,204	0	227,556
Fairweather Lodge (CHO)	2,125	2,553	10,063	0	0	1,369	22,480	0	38,590
TOTALS	**2,889,647**	**1,613,702**	**2,025,793**	**740,765**	**36,912**	**12,605,408**	**44,324,381**	**2,171,043**	**66,407,651**

(a) cash
(b) Tenant Security Deps, Tax/Ins Escrows, MTW block grant
(c) A/R, N/R less doubtful accounts and due to/from
(d) Land/Buildings less depreciation
(e) Deferred Finance cost less amortization

Keene Housing

Balance Sheet Summary - Liabilities - as of March 31, 2019

Program/Property	ACTUALS						
	Payables Vendors, Tenants	Payables Development fees	Accrued Liabilities	Loans	Capital and Retained Earnings	Net Income Current Year	Total Liabilities
Keene Housing							
Central Office (Locals)	1,769	0	26,987	0	13,898,299	44,216	13,971,271
Monadnock Affordable (MAHC)	700,173	0	10,127	483,345	2,843,935	(19,983)	4,017,597
Keene Affordable (KAHP)	21,482	0	178,662	15,557,456	4,358,218	(166,597)	19,949,221
Meadow Road	92,645	0	12,851	470,304	192,798	9,918	778,516
Roxbury St Shelter	38,415	0	216	278,532	110,288	(5,638)	421,813
Section 8 Voucher Program (MTW)	11,607	0	88,785	0	141,024	58,335	299,751
Mainstream Voucher Program	1,554	0	890	0	145,971	31,764	180,179
Special Purpose Vouchers (Non-Elderly Disabled)	67,689	0	1,911	0	57,538	272	127,410
Low Income Tax Credits (LIHTC)							
Brookbend East	10,037	0	22,170	960,036	5,274,712	7,205	6,274,160
Brookbend West	5,965	0	32,605	1,546,461	4,201,224	12,049	5,798,304
Evergreen Knoll	1,283	0	33,395	1,764,007	1,363,350	(21,816)	3,140,219
Riverbend	126,062	0	49,925	1,012,751	781,971	2,406	1,973,115
Stone Arch Family	62	0	24,128	589,222	2,395,061	(89,180)	2,919,293
Stone Arch Senior	168	0	32,854	519,879	2,771,720	(34,688)	3,289,933
Multi-Family Properties							
Central Square Terrance	113,398	955,769	64,060	2,557,036	(1,847,466)	(16,693)	1,826,104
Non-Owned/Managed Properties							
Cottage Street	9	0	2,923	484,630	(50,313)	(2,051)	435,198
Ash Brook	1,666	0	11,378	734,935	(6,629)	(1,616)	739,734
Emerald Street	859	0	6,390	130,364	86,798	3,145	227,556
Fairweather Lodge	0	0	3,128	0	36,337	(876)	38,589
TOTALS	**1,194,843**	**955,769**	**603,385**	**27,088,958**	**36,754,836**	**(189,828)**	**66,407,363**

Capital Purchases/Renovations details 2019

Description	Location	Budget Original Approved	Committed as of 3/31/19	Projected Spent by Year End	Remaining Budget (over spent)	FUNDING SOURCE:
Unplanned Life/Safety or RA	KAHP-Harper Acres	$10,000	$0	$0	$10,000	MTW funds
Tub roll-in (10 units at $4000 full replace)	KAHP-Harper Acres	$5,000	$0	$5,000	$0	MTW funds
Front/Back entry porch roof (14@ $2495)	KAHP-Harper Acres	$34,930	$0	$34,930	$0	MTW funds
Heat Pump Project includes Electric/Meter Consolidation	KAHP-Forest View	$540,000	$0	$540,000	$0	Cash and MTW funds
Front & Back Doors w/trim and Handrails	KAHP-Forest View	$100,800	$0	$100,800	$0	MTW funds
Building Roofs (6 bldg, 2 bldg dryer vents, Fees)	KAHP-Forest View	$250,000	$248,608	$248,608	$1,392	MTW funds
Unplanned Life/Safety or RA	KAHP-Forest View	$10,000	$0	$0	$10,000	MTW funds
Unplanned Life/Safety or RA	KAHP-North & Gilsum	$10,000	$0	$0	$10,000	MTW funds
Remediation Of Ground Soil monitoring	KAHP-Bennett	$7,598	$7,598	$7,598	$0	MTW funds
Unplanned Life/Safety	KAHP-Bennett	$10,000	$0	$0	$10,000	MTW funds
Insulation/foam basements	KAHP-West St.	$3,000	$0	$3,000	$0	MTW funds
Plastic in Basement (add)	KAHP-17-19 Roxbury Ct	$2,000	$0	$2,000	$0	MTW funds
Kitchen upgrade (one Kitchen)	KAHP-17-19 Roxbury Ct	$10,000	$0	$10,000	$0	MTW funds
Asphalt Parking lot and sidewalks (w/eng fees)	Riverbend Apartments	$288,364	$276,400	$276,400	$11,964	MTW funds
Wood Trim on all buildings	Meadow Rd	$15,000	$15,000	$15,000	$0	Reserves/CASH
Bathroom Fan/Light (18 @ $350)	Meadow Rd	$6,300	$350	$6,300	$0	Reserves/CASH on hand
Bathroom Shower Value (16 @ $300)	Meadow Rd	$4,800	$300	$4,800	$0	Reserves/CASH on hand
Landscaping Fencing around garden	Meadow Rd	$6,000	$0	$6,000	$0	Reserves/CASH on hand
New Bathrooms (1 @ $3500)	Meadow Rd	$3,500	$3,500	$3,500	$0	Reserves/CASH on hand
	Sub-Total Projects	**$1,317,292**	**$551,756**	**$1,263,936**	**$53,356**	
LESS FUNDING:						
MTW Funding carryover from 2018		$182,150		$30,000	($152,150)	Reduction in carry over
MTW Funding expected in 2019		$712,089		$815,000	$102,911	Need approved by HUD
Meadow Rd. Cash/Reserve on hand		$35,600		$35,600	$0	Reserves
KAHP Cash on hand, MTW Block Grant		$387,453		$383,336	($4,117)	Reduction in use of cash
Project at Forestview Apt (heat pumps/solar) - Chartible Foundation, Rebates						
	Unfunded projects	**$0**		**$0**	**$0**	
Light Alarm (for notification of boiler down)	Evergreen Knoll	$5,000	$0	$5,000	$0	Reserves
Dumpster Pad	Evergreen Knoll	$10,000	$0	$10,000	$0	Reserves
Asphalt (near Maint Shed and behind HC unit)	Evergreen Knoll	$5,000	$0	$5,000	$0	Reserves
Unit Thermostats (32 @ $100))	Evergreen Knoll	$3,200	$0	$3,200	$0	Reserves
Unplanned life/safety or RA	CST	$10,000	$0	$10,000	$0	Under rehabiliation
Pavilion for Playground	Brookbend West	$3,000	$0	$3,000	$0	Reserves
Pavilion for Playground	Brookbend East	$3,000	$0	$3,000	$0	Reserves
Vehicles	Locals	$30,000	$37,500	$37,500	($7,500)	CASH on hand
Landscaping (Phase II)	Ashbrook	$20,000	$20,000	$20,000	$0	Reserves
Heater replacement	Fairweather Lodge	$4,029	$4,029	$4,029	$0	Reserves
	Sub-Total Projects	**$93,229**	**$61,529**	**$100,729**	**($7,500)**	

TOTAL CAPITAL purchases/renovations	**GRAND TOTAL Projects**	**$1,410,521**	**$613,285**	**$1,364,665**		

Major Renovation Projects	Location	SOURCES or NOTES:	FUNDING STATUS:
Rehabilitation Planning 2018/2019	CST	Development	planning 2019 project
Rehabilitation Planning 2019/2020	KAHP-Bennett Block	Pre-development	planning 2020 project
New Development Planning 2019/2020	KAHP-Harper Acres 105 Castle St.	Pre-development	planning 2020 project

Keene Housing-Active Contracts

Type of Services	Vendor	Original Contract Dates	Current Expiration Date	Renewal Options	2019 ANNUAL Contract Limits	2019 ANNUAL Contract Specific Amounts
IT Support	True North Networks	4/30/2014 - no end	4/30/2019	remaining renewal options: 0		$55,812
Trash Removal	Waste Management	05/01/17 - 04/30/19	4/30/2019	remaining renewal options: 3 (2019, 2020, 2021)		$105,000
Snow Removal	AGM Landscaping	10/01/17- 05/01/19	5/1/2019	remaining renewal options: 3 (2020, 2021, 2022)		$61,025
Architect/Engineering Services	Weller & Michal Contract	05/13/14 - 05/13/16	5/13/2019	remaining renewal options: 0	as needed	
Architect/Engineering Services	Stevens & Associates	06/13/14 - 06/13/16	6/13/2019	remaining renewal options: 0	as needed	
Janitorial	Jan-Pro Cleaning Systems	06/26/17- 06/22/18	6/23/2019	remaining renewal options: 3 (2020, 2021, 2022)		$44,268
Capital Needs Assessment	GDS Associates	07/01/17- 06/30/18	6/30/2019	remaining: 1 (one year 2020)		$8,676
Propane Gas Heating Services	L&G Propane	07/01/17 - 06/30/19	6/30/2019	remaining renewal options: 3 (2020, 2021, 2022)		Fixed Pricing 1.2009/gal
Voucher Management Software	Tracker Systems	07/01/17- 06/30/18	6/30/2019	remaining renewal options: 0 (renewed annually)		$9,276
Document Management Software	PiF Technology	08/31/17 - 08/31/18	8/31/2019	remaining renewal options: 0 (renewed annually)		$7,170
Development Consulting	TAG Associates	09/01/1 6- 08/31/19	8/31/2019	remaining renewal options: 2 (2020, 2021)	<$50,000.00	
Heating/AC/AH	Gary Jackson Heating	09/15/16 - 09/14/17	9/14/2019	remaining renewal options: 2 (2020, 2021)	as needed	
Development Consulting	NNEHIF	10/01/16 - 09/30/19	9/30/2019	remaining renewal options: 2 (2020, 2021)	<$50,000.00	
Copier/Printer Leases	US Bank	10/5/2014-10/5/2019	10/5/2019	remaining renewal options: 0		$12,063
Copier/Printer Leases	US Bank	10/5/2014-10/5/2019	10/5/2019	remaining renewal options: 0		$121
Copier/Printer Leases	US Bank	10/5/2014-10/5/2019	10/5/2019	remaining renewal options: 0		$1,101
Architect/Engineering Services	Dietz & Company	10/6/14 - 10/16/16	10/16/2019	remaining renewal options: 0	as needed	
Printing/Binding	Silver Direct	11/1/17-10/31/19	10/31/2019	remaining renewal options: 3 (2020, 2021, 2022)	as needed	
Printing/Binding	Prospect Park Press	11/1/17-10/31/19	10/31/2019	remaining renewal options: 3 (2020, 2021, 2022)		as needed
Lawn Care	AGM Landscaping	01/01/18 -11/30/19	11/30/2019	remaining renewal options: 3 (2020, 2021, 2022)		$68,550

Keene Housing-Active Contracts

Type of Services	Vendor	Original Contract Dates	Current Expiration Date	Renewal Options	2019 ANNUAL Contract Limits	2019 ANNUAL Contract Specific Amounts
Lawn Care	Griffin Property Management	04/01/18-11/30/19	11/30/2019	remaining renewal options: 3 (2020, 2021, 2022)		$74,781
Environmental Services	LE-Environmental	12/07/16 - 12/06/17	12/7/2019	remaining renewal options: 3 (2019, 2020, 2021)	<$50,000.00	
Graphic Design	Silver Direct	02/01/19 - 1/31/20	1/31/2020	remaining renewal options: 4 (2021, 2022, 2023, 2024)	< $15,000.00	
Energy Consulting Services	Nova Consulting Group	02/01/15 - 01/31/16	1/31/2020	remaining renewal options: 1 (one year 2020)	<$50,000.00	
Copier/Printer Leases	US Bank	3/29/2015-3/29/2020	3/29/2020	remaining renewal options: 0		$120
Copier/Printer Leases	US Bank	3/29/2015-3/29/2020	3/29/2020	remaining renewal options: 0		$2,592
Security Services	Hunter North	04/01/18 - 03/31/19	3/31/2020	remaining renewal options: 3 (2021, 2022, 2023)		
Copier/Printer Leases	US Bank	4/18/2015-4/28/2020	4/28/2020	remaining renewal options: 0		$3,995
Electrical Services	Elm City Electric	05/15/1 7- 05/14/19	5/14/2020	remaining renewal options: 2 (2021, 2022)	as needed	
Legal - Labor & Employment Law	Sheehan Phinney Bass & Green	11/01/17 - 10/31/20	10/31/2020	remaining renewal options: 2 (2021, 2022)	as needed	
Legal - RE & Landlord/Tenant Law	Bragdon, Dowd & Kossayda	11/01/17 - 10/31/20	10/31/2020	remaining renewal options: 2 (2021, 2022)	as needed	
Legal - RE Law & Federal Reg	Ballard Spahr	11/01/17 - 10/31/20	10/31/2020	remaining renewal options: 2 (2021, 2022)	as needed	
Legal - RE Law & Federal Reg	Reno Cavanaugh	11/01/17 - 10/31/20	10/31/2020	remaining renewal options: 2 (2021, 2022)	as needed	
Legal - RE Law & Federal Reg	Drummond Woodsum	11/01/17 - 10/31/20	10/31/2020	remaining renewal options: 2 (2021, 2022)	as needed	
Legal - RE Law & Federal Reg	Hawkins Delafield & Wood	12/01/17 - 11/30/20	11/30/2020	remaining renewal options: 2 (2021, 2022)	as needed	
Admin Support from KH	Keene Housing Kids Collaborative	01/1/18 -12/31/20	12/31/2020	remaining renewal options: 3 (2021, 2022, 2023)		$5,300
Operating Support from KH/MTW	Keene Housing Kids Collaborative	01/1/18 -12/31/20	12/31/2020	remaining renewal options: 3 (2021, 2022, 2023)		$50,000
Copier/Printer Leases	US Bank	3/17/2016-3/17/2021	3/17/2021	remaining renewal options: 0		$352
Document Management Software	De Lage Landen Financing	08/31/2017 - 08/31/2021	8/31/2021	remaining renewal options: 0		$7,500
Technical Assistance	Edgemere Consulting	02/01/19 - 1/31/22	1/31/2022	remaining renewal options: 2 (2023, 2024)	<$50,000.00	

Heard it Through the GRAPEVINE

SPRING 2019

POINTS OF INTEREST

The Executive Director's Corner.....1
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News From Programs & Services.....3
Community Connections Corner.....4
In Other News.....5
Community Gardens.....6

FUN FACT

30% of the cold air from a refrigerator escapes each time the door opens leading to more power consumption and higher electric bills.

Keene Housing

The Executive Director's Corner

The days are starting to get a little longer and the Community Gardeners' seed-starts are showing a little green. Spring is in the air! We were really lucky this winter snow-wise and avoided some of the massive storms we got last year. None-the-less, the Facilities and Assets crew had a few nasty ice storms to contend with, so a big thanks to each and every one of them for the tremendous job they did keeping the lots and sidewalks clear and safe. A big thanks, too, to all of you for moving your cars when they needed moving, and for making it easy for the crew to do their job!

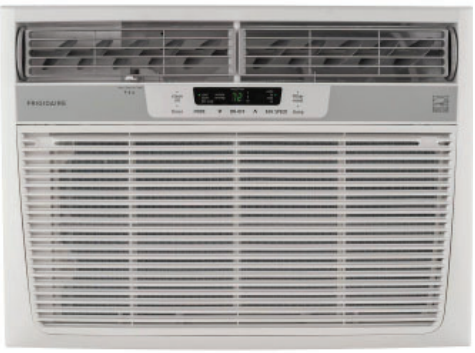
The end of winter means the beginning of our construction season and we've got (another) busy one coming up. Riverbend is finally getting a new parking lot, sidewalks and curbing. The best part of the planned parking lot makeover is the addition of rain gardens and some greenspace over by the fence on the southeast side of the parking lot. This new greenspace will provide kids more room to play out front without having to worry about cars, and there will be space for the Riverbend gardeners to add beds in time for the 2020 growing season. There's plenty of room for moving cars around during the work, which should begin in mid-April, but Riverbend residents, please keep your eyes peeled for notices about the construction schedule.

Our long anticipated solar panel/heat pump project will begin at Forest View around April 1st, with the replacement of the roofs. Once the roofs are replaced the solar panels will go up followed by the replacement of the existing heating systems with heat pumps that will provide heat in the winter and air conditioning (that's right air conditioning!) in the summer. We've been working hard over the past few years to get the funding together for this million dollar project, and we are very excited that it's finally becoming a reality! I know that the work will be a little disruptive from time-to-time, but I hope that Forest View residents will work with the contractors to make sure that the work will get done right and on schedule.

Continued on Page 8

Important Reminders to All Residents:

- Pet owners, please pick up after your pet and properly dispose of their waste.
- We need your help in keeping your community looking nice. When you take trash to the dumpster PLEASE place it inside and close the side door or top. Please remember, the dumpsters are for household trash only!
- Most of our properties have posted speed limits. Please abide by them. As the weather gets nicer, more people will be outside and kids will be playing. Give them a "BRAKE" and do the posted speed limit.
- As the weather gets warmer and air conditioners are being installed, please be mindful to turn your A/C off when you leave the house. If you have not paid your A/C bill with us from last year, you will not be allowed to install an air conditioner if you owe Keene Housing money. Please call your Property Manager at 352-6161 to settle your bill.



- Please, under no circumstances should tenants be uninstalling smoke detectors. If your smoke detector is beeping, please call the office immediately and the maintenance dapartment will make sure that it is working properly.

Maintenance Tips

Don't Go With The Flow

DID YOU KNOW?

A running faucet uses a lot more water than you think: it puts 3-5 gallons of water down the drain every minute it's on. You can easily use more than 5 gallons of water if you leave the tap running while you brush your teeth. Washing dishes with the tap water running can use an average of 30 gallons of water. If you shave with the water on, you use an estimated 10-20 gallons of water each time.

SIMPLE THINGS YOU CAN DO:

- BRUSHING YOUR TEETH: If you just wet and rinse your brush, you use only ½ gallon of water. Savings: Up to 9 gallons of water.
- SHAVING: If you fill the basin, you use only 1 gallon of water. Saving: Up to 14 gallons each time you shave.
- WASHING DISHES (by hand): If you fill a basin, you use about 5 gallons of water. Savings: 25 gallons each time you wash dishes.

Excerpted from 50 Simple Things You Can Do To Save the Earth

NEWS FROM PROGRAMS AND SERVICES

Resident Self-Reliance Program News

There is a WorkReadyNH course starting April 8th through April 26th. This FREE course is great for anyone who wants to build skills, build confidence, build their career and have fun doing it. Please contact workreadyrvcc@ccnh.edu or call 542-7744 ext. 5485. Every participant who has taken this course has given it a positive review. Check it out!

This quarter we would like to celebrate some of your successes! JK passed her Boards and is now a licensed registered nurse (RN), MW quit smoking, JR raised his credit score to 710 and was able to get a new car loan, BR got new full time job and a new car, ML increased her hours at work, TP purchased her first new car on her own, VM completed his Bachelor of Science (BS) degree, SC obtained a fulltime job in her field, BY got a new fulltime job, AH is enrolled in school working towards her BS degree, and TM has a 4.0 average in her post-secondary program. We love to hear about all of your personal triumphs, please share during your quarterly meeting!

You asked, and we heard you! We are working on getting a program that will be able to text your goal meeting reminder right to your cell phone. Please speak to Laura and Kelly at your next meeting to set up a text reminder.

Don't forget your quarterly goal meetings are required. You MUST bring a recent paystub for each working adult, your bank balances, credit score and total debt. We look forward to seeing you this quarter and celebrating your

From the Desk of Denise Pratt, Director of Programs and Services

Motivation. Inspiration. Passion. Interest. I am seriously lacking all of these in trying to come up with something to write for this newsletter. I'm really in a funk and struggling to snap out of it. I remembered a term I used to describe myself many, many years ago after a devastating event in my life; apathetic. Merriam-Webster's definition of apathy is having or showing little or no feeling or emotion, spiritless, a lack of feeling, emotion, interest, or concern.

During that time in my life a very dear friend said this to me, "Be kind to yourself." I cannot tell you how many times I've repeated those words to myself over the years. I've learned that this feeling of apathy that comes over me is like a wave. It crashes into me, knocking me over, holding me down until I feel I can't breathe. Then, just when I feel utterly defeated the wave retreats. I've learned to let the retreating waters pull the apathy away and I feel life begin to resurge in my veins.

Being kind to yourself is hard, it really is! Kindness to yourself can be as simple as a deep breath taken in a quiet place. Kindness can be accepting how you feel in the moment and telling yourself 'this to shall pass' and BELIEVING it will. Kindness can be letting the tears roll down your face instead of stifling them and telling everyone that you're OK. Being kind to yourself can mean giving yourself time to recover.

So many of us go through rough periods in our lives. These times can knock us off the balance beam we walk every day. It can be tough to get up and get back on the beam. Start by just sitting up and taking a deep breath. The balance beam will be there when you are ready to resume your journey.

IN OTHER NEWS

Eating & Sleeping - What's the Connection

A poor night of sleep can disrupt your whole week, from a bad attitude with your partner, to decreased productivity at work, and increased irritability with friends or family. Strategies to improve sleep are publicized widely which often include messages such as turning off screens well in advance of bedtime, avoiding afternoon caffeine and limiting evening alcohol. But what about nutrition? As the relationship between sleep and dietary habits becomes better understood, a relatively large body of research has been emerging to help clear up the connection.

Melatonin

The hormone melatonin plays a significant role in the body when it comes to sleep. Produced in the brain, melatonin use is affected by the diet. Tryptophan, an amino acid that must be consumed through food as the body cannot produce it, helps to produce melatonin. When eaten regularly, foods high in tryptophan may lead to a better night of rest. Protein foods are your highest sources of tryptophan so try a snack of walnuts and grapes in the evening or a peanutbutter sandwich with milk. Consider the timing as well; any tryptophan consumed will take about an hour to reach the brain and have any effect.

Fish

Seafood is another excellent source of tryptophan which also comes with other beneficial nutrients when trying to encourage sleep. Vitamin D and omega-3 fatty acids found in fatty fish are important for the regulation of serotonin and have been associated with better quality of sleep. Furthermore, fish with bones, such as sardines or anchovies, contain magnesium which may help promote improved slumber.

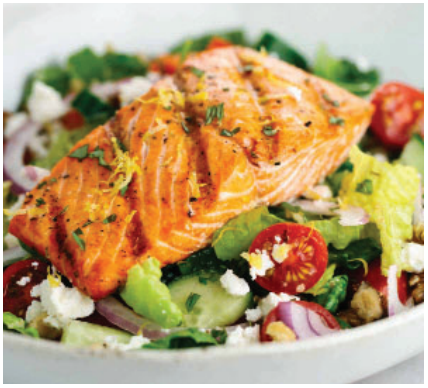
Caffeine

In healthy adults, 400 mg per day of caffeine or less is considered safe, however, negative effects such as anxiety have been seen with intakes of 300 mg. To put it in perspective, a single cup of coffee can include 100+ mg depending upon size and strength of brew. Keeping a close eye on caffeine intake is a simple step toward improving sleep.

Other than avoiding caffeine and powering down devices before bedtime, review your food choices if you are looking for a better night of rest. The recommendations of many research articles on this topic ultimately come back to the general guidelines for all adults: increased fruit and vegetable intake, choosing whole grains with fiber, limiting saturated fats, and selecting lean sources of quality proteins.

Source: March 2019 Well Balanced Newsletter

DID YOU KNOW?



Eating seafood regularly is recommended by the American Dietary Guidelines—specifically twice a week for adults. This will easily have you on your way to meeting vitamin D and omega-3 goals while also hopefully getting a great night of sleep.

Many supplements exist on the market that promote better sleep but unfortunately little research exists to back up their efficacy. Taking a 'food first' approach and aiming to get these sleep-enhancing nutrients through food before turning to supplements is usually best.

COMMUNITY CONNECTIONS CORNER

A Note From Karen Graveline

Welcome Spring! It is time to shake off those winter blues and jump into longer and warmer days. Central Square Terrance, Harper Acres and Stone Arch Village Senior residents keep an eye for posting on the bulletin boards for fun spring activities.

Spring is a great time to take a new look at nutrition and Harper Acres residents we have a great program to offer to you. Keene Housing Community Connections, Community Gardens and UNH Cooperative Extension are partnering to offer a free 4-week Nutrition Workshop! Each session will be 1½ hours and will focus on nutrition through education and healthy cooking. We will even incorporate simple food preparation using an oven whenever possible. The workshop will be held in the Mill Building on Monday April 8, April 15, April 22 and April 29 from 2:30pm ~ 4:00pm. Participants are asked to make every effort to commit to attend the entire 4-week workshop. Pre-registration is required, and space is limited. To register or for more information please call Karen at (603)-352-6161.

Do you need help with your benefits recertification for the Department of Health and Human Services (DHHS)? Have you set up your online account with DHHS to make this process easier? Karen is able to help you ease this process and streamline your recertification. Next time you get a letter from DHHS to recertify, stop by during office hours to see Karen, schedule an appointment by calling 352-6161or email kgraveline@keenehousing.org.

Dates/Events:

Have an idea for a group? We want your input! Join us at the next group planning meeting at your property. Schedule outlined below:

Harper Acres: Wednesday, April 17 at 1:30PM (Mill Building)

Stone Arch Village Senior: Thursday, April 18 at 10am (First Floor Living Room)

Central Square Terrace: Tuesday, April 23 at 2:00PM (Parlor Room)

Community Connections Office Hours:

Harper Acres: Mondays 2:00 ~ 4:30PM (Mill Building)

Central Square Terrace: Tuesdays 1:00 ~ 4:30PM

Stone Arch Village Senior: Thursdays 1:30 ~ 3:30PM

PHOTOS OF THE MONTH

Harper Acres

Stone Arch Village Senior

Central Square Terrace

Keene Housing COMMUNITY GARDENS Plant Grow YUM!

CULTIVATING COMMUNITY

FROM THE GARDEN

Designing Your Bed

There is a lot to think about when planning where to put plants and seeds in your bed. First, plan to put the tallest plants on the north side. That way they won't be shading anything in front of them. Some plants don't like the blazing afternoon sun or can tolerate partial shade such as lettuce, spinach, carrots, kale, beets, potatoes, cilantro, and parsley. Plant these on the east side of your bed so that the veggies on the west will shade them from afternoon sun. Things to plant on the west side for full sun include tomatoes, squash, eggplant, peppers, basil, other herbs, onions, cucumbers, melons, and beans. Think about what you will plant when your early spring veggies, such as peas or lettuce are harvested, and there are holes in the bed. This is called succession planting. A note about squash - the Squash Vine Borer beetle can take your squash plants out in one day. To avoid this either wait and plant your seeds the second week of July OR call Jori at 352-6161 and she will bring you a lightweight cover and some stakes which will keep the beetles out but still allow water in. Lastly, consider planting some flowers on the edges like alyssum to attract pollinators. When I see you in the garden we can talk about which veggies don't like being planted next to one another.

Dates/Events:

Early April - Any kind of peas can be planted.

Mid - Late April - Gardeners can plant collards, kale, kohlrabi, leeks, lettuce, onions, and spinach.

By Early June (or when nighttime temperatures are over 50) - Tomatoes, peppers, and basil can be planted.

Watch the bulletin boards for dates when plant starts will be delivered!

Food Forest

For over a year now, resident gardeners at Meadow, Brookbend, and Ashbrook have been designing a food forest to help supply all of Keene Housing residents with free, organic fruits and vegetables. We are currently trying to generate/find/attract funding. Watch for more news on this very exciting project!

PHOTO GALLERY

Stone Arch Village Garden

Bennett Block Garden Bed

KH Employee Garden

WHAT WILL YOU GROW

GET THE DIRT FOR KIDS! CALL JORI FOR A FREE KIT

Grow Edible Microgreens

You will need:

- plastic colored eggs (pre-glued)
- microgreen seeds
- water
- soil
- natural light

Stand eggs up in a sunny spot or where there is indirect light from outside. Fill eggs with soil. Water every day so it is moist but not sopping wet. In a week or two (or later depending on conditions), you should have some microgreens to cut and eat. Harvest by cutting at the the bottom of the stem and rinse before eating. Microgreens can be eaten in a salad or as a garnish for meat or vegetables. Try topping your sandwich or eggs with microgreens. Microgreens will resprout!

Why should you eat microgreens? They have up to 40 times more nutritional content than the plant's mature counterpart! Microgreens have high levels of nutrients, antioxidants, vitamins, and minerals.

TIPS AND TRICKS

COOKING CABBAGE - Peel off any damaged leaves and wash. Check for insects. If insects, then soak in salt water for 15 minutes. When cooking use only about 3/4 inch of water. Boil water, slice cabbage into 1/2 inch ribbons, and cook covered about 10 minutes. Use as a wrap substitute or shred into soups and stews.

GET THE DIRT!

Reserve Your Bed Now

No experience needed.
It's not too late! Do you live at a scattered site? Jori can get you set up. For more information, email Jori at jjohnson@keenehousing.org or call 352-6161.

Watch the property bulletin boards for specific dates when Jori will bring out plant starts. Don't let these new little plants dry out!

PRODUCE CORNER

Cabbage is a member of the Brassicaceae family along with broccoli, Brussels sprouts, cauliflower, and kale. Cabbage contains anticancer compounds.

Braised Cabbage & Bacon

1 lb cabbage
6 Tbs butter
1/2 cup water
salt and pepper
any other spices you enjoy
bacon - amount you choose

Slice and cook as in Tip of the Month. Make some crispy bacon and chop. Add bacon and spices to the cabbae and enjoy.

EXECUTIVE DIRECTOR'S CORNER (CONT.)

Continued from Page 1

The other big project we'll have underway this summer is the $6 million renovation of Central Square Terrace. This one has been a long time coming, and I am incredibly grateful to all the people, both staff and residents, who have contributed to getting the CST rehabilitation project off the ground. Construction will begin in earnest in early May, and should wrap-up early in the summer of 2020.

If you have children, please be on alert for flyers from the Kids Collaborative, as summer camp enrollments and other summer activities are being announced (and filling-up). And if you're on Facebook, I highly recommend following the Collab on Facebook; it's the easiest and fastest way to stay up to date with everything the Collab has going on.

Finally, there's still time to reach out to our Community Gardener, Jori if you'd like to get a garden going this year. You can reach her at jjohnson@keenehousing.org, or by giving her a call at 352-6161.

I hope everyone has a wonderful spring!

Keene Housing
831 Court Street, Keene, NH 03431
Phone (603) 352-6161 TRS 711
Website www.keenehousing.org

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 SAVS Bingo Harper Acres Food/ Garden Activity	2 CST Craft Group SAVS Lineage Group	3 CST Game Night	4 CST Bingo	5 CST Garden Meeting	6
7 Harper Acres Crochet Night	8 4/8– 4/12 Otis Atwell Audit SAVS Bingo	9 CST Resident Cooking Group SAVS Lineage Group	10 CST Game Night SAVS Craft Group	11 CST Bingo	12 CST Garden Meeting	13
14 Harper Acres Crochet Night	15 SAVS Bingo Harper Acres Nutrition Group	16 CST Card Making SAVS Lineage Group Harper Acres Coloring Group	17 CST Game Night Harper Acres Planning Meeting & Craft Group	18 Board of Commissioners Meeting CST Bingo SAVS Planning Meeting	19 CST Food Activity & Garden Meeting SAVS Food Activity	20
21	22 SAVS Bingo Harper Acres Nutrition Group	23 CST Planning Meeting & Coloring Group SAVS Lineage Group	24 CST Game Night SAVS Card Making	25 CST Bingo	26 CST Garden Meeting	27
28 Harper Acres Crochet Night	29 SAVS Bingo Harper Acres Nutrition Group	30 SAVS Lineage Group				

Keene Housing

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 CST Game Night	2 CST Bingo	3	4
5	6 SAVS Bingo	7	8 CST Game Night	9 CST Bingo NHHFA Management Review Emerald House	10	11
12	13 SAVS Bingo	14	15 CST Game Night NHHFA Management Review Brookbend East	16 CST Bingo	17	18
19	20 SAVS Bingo	21	22 CST Game Night NHHFA Management Review Brookbend West	23 Annual Board of Commissioners Meeting CST Bingo	24	25
26	27 Office Closed Memorial Day SAVS Bingo	28	29 CST Game Night	30 CST Bingo	31	

Keene Housing